



Annual Performance Report Form

Facility Name: Baker Petrolite (Houston Blend Plant)

Performance Track ID #: A06-0002

Annual Performance Report #: 1

Reporting Year: 2001

Due Date: April 1, 2002

Section A

General Facility Information

To the extent possible, EPA will pre-complete items A.1-A.8 for you. Please ensure that the information in A.1-A.8 below is accurate, complete, and up to date. Please supply or revise any information as necessary and then check the box to the left of the item(s) to indicate where changes have been made. Items A.9 and A.10 cannot be pre-completed; please respond as directed in A.9 and A.10 below.

Did you make changes? If so, check box.

- A.1 ☐ Name of your facility: BAKER PETROLITE - Houston Blend Plant
- A.2 ☐ Name of your parent company: Baker Hughes / Baker Petrolite
- A.3 ☐ Facility contact person for the Performance Track program:
Name: Mr./Mrs./Ms./Dr. Janice Joseph
Title: Quality Control Supervisor
Phone: 281-457-4700 Fax: 281-457-4755 E-mail: janice.joseph@bakerpetrolite.com
- A.4 ☐ Facility's location:
Street Address: 16950 Wallisville Road
Street Address (cont.):
City/State/Zip Code: Houston, TX 77049
- A.5 ☐ Facility's website address (if any):
- A.6 ☐ Number of employees (full-time equivalents) who currently work in the facility:
☒ Fewer than 50 ☐ 50 - 99 ☐ 100 - 499 ☐ 500 - 1000 ☐ More than 1000
- A.7 ☐ Does your company meet the Small Business Administration definition of a small business for your sector? ☐ Yes ☒ No
- A.8 ☐ North American Industrial Classification System (NAICS) Code(s) that are used to classify business at the facility: 32551 _____
- A.9 ☐ In your application and, perhaps, in previous annual performance reports, you described what your facility does or makes. Have there been any (additional) changes to your facility's list of products and/or activities? If so, please list them in the space below. ☐ Yes ☒ No
- A.10 ☐ Please update the list of environmental requirements that apply to your facility. In the space below, indicate any changes that have taken place during this reporting period. If you have no changes to report, please write "No changes."
No changes.

Section B

Environmental Management System

B.1 Environmental Management System Assessment. Please summarize EMS assessments conducted *during the year*. Attach additional sheets as necessary.

a. Was an EMS audit or other assessment done by an independent third party?

☒ Yes ☐ No

If yes, please provide the *type* (e.g., ISO 14001 certification), the *scope*, and the *dates* (mo/yr) of each assessment.

ISO 14001 - July, 2001: This was a periodic audit for assessment of the EMS at the Houston Blend Plant. The audit was conducted by DNV.

b. Was an internal or corporate EMS audit conducted? ☒ Yes ☐ No

If yes, please provide the *scope* and the *dates* (mo/yr) of each audit.

ISO 14001 - April, 2001

This audit was to determine the implementation and effectiveness of the HSE Management System as described by ISO 14001 (1996) Standard, HS&E Manual and associated system procedures.

c. Was a compliance audit conducted? ☒ Yes ☐ No

If yes, please provide the *scope* and the *dates* (mo/yr) of each audit, and indicate *who* conducted the audit(s) (e.g., facility staff, corporate groups, third party).

October, 2001- Conducted by Baker Petrolite corporate group.

The compliance audit program is designed to assist in achieving HSE compliance and to increase levels of HSE excellence. The program identifies areas in which the facility and managers need to improve upon as well as recognizes facilities that are achieving higher levels of compliance within their operations.

d. (Optional) If you would like to describe any other audits or inspections that were conducted at your facility, please do so here.

Section B

(continued)

B.1

e. Briefly summarize corrective actions taken and other improvements made as a result of your EMS assessments and compliance audits.

Provided additional training to employees to insure understanding of the proper labeling requirements of chemicals and the proper storage of equipment. We also added a periodic inspection to insure all containers are properly labeled. Additional topics discussed were Housekeeping, General Safety and Trips, Slips and Falls.

f. Has your facility corrected all instances of potential non-compliance and EMS non-conformance identified during your audits and other assessments?

☒ Yes ☐ No ☐ No such instances identified

If no, please explain your plans to correct these instances.

g. When was the last Senior Management review of your EMS completed? *mo/yr* February, 2002.

Who headed the review?

Name: Mr./Mrs./Ms./Dr. Thomas Matthies

Title: Plant Manager

Section B

(continued)

B.2 ISO 14001 Certification. Is your facility currently certified to ISO 14001? ☒ Yes ☐ No

B.3 Environmental Aspects Identification. When did your facility last conduct a systematic identification and/or review of your environmental aspects? *mo/yr* February, 2002

B.4 Progress Toward Achieving Objectives and Targets. In the table below, please provide a narrative summary of progress made toward EMS objectives and targets. **You may limit the summary to environmental aspects that are *significant* and towards which *progress* has been made during the *reporting year*.** In cases where progress relates specifically to a Performance Track performance commitment, complete the *Environmental Aspect* column, but in the *Progress* column simply refer to the performance commitment tables in Section C, i.e. "See Section C." Attach additional sheets as necessary.

| <i>Environmental Aspect</i> | <i>Progress Made This Year</i> (e.g., quantitative or qualitative improvements, activities conducted) |
|---|--|
| Waste Reduction Reduce total waste by 5% from previous year based on production index ratio. | The goal of total waste reduction was not met due to manpower turnover and inexperienced operators. |
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Section C

Environmental Performance Commitments

Please use the tables on pages 6-9 to summarize your facility's environmental performance against your Performance Track performance commitments. Complete only those boxes related to the baseline, current year, and performance commitment. If any of the boxes have been pre-completed for you, please verify the information. If you find information that is incorrect, cross it out and write in the correct information. **Leave blank any columns for future reporting years.**

C.1

Performance Commitment 1

a. Use this table to report data related to your first performance commitment.

Category (see page 16 of the instructions): Waste

Aspect (see page 16 of the instructions): Hazardous Solid Waste

| | <i>Baseline (as stated in your application)</i> | <i>Year 1</i> | <i>Year 2</i> | <i>Year 3</i> | <i>Performance Commitment (the goal stated in your application)</i> |
|---|---|---------------|---------------|---------------|---|
| <i>Calendar Year</i> | 1999 | 2001 | | | 2003 |
| <i>Actual Quantity (per year)</i> | 357,290 | 248,977 | | | 303,697 (optional) |
| <i>Measurement Units</i> | Pounds | | | | |
| <i>Normalizing Factor*</i> | 1.0 | 1.08 | | | 1.0 (optional) |
| <i>Basis for your Normalizing Factor*</i> | Production Level | | | | |
| <i>Normalized Quantity* (per year)</i> | 357,290 | 230,534 | | | 303,697 |

*See pages 17-19 of the instructions for more information

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

Improvement was by proper utilization of wash procedures and reuse of rinsate solvents.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

Section C

(continued)

C.2 Performance Commitment 2

a. Use this table to report data related to your second performance commitment.

| | | | | | |
|---|---|---------------|---------------|---------------|---|
| Category (see page 16 of the instructions): Waste | | | | | |
| Aspect (see page 16 of the instructions): Total Solid Waste(Non hazardous) | | | | | |
| | <i>Baseline (as stated in your application)</i> | <i>Year 1</i> | <i>Year 2</i> | <i>Year 3</i> | <i>Performance Commitment (the goal stated in your application)</i> |
| <i>Calendar Year</i> | 1999 | 2001 | | | 2003 |
| <i>Actual Quantity (per year)</i> | 747,697 | 1,518,050 | | | 635,543 (optional) |
| <i>Measurement Units</i> | Pounds | | | | |
| <i>Normalizing Factor*</i> | 1.0 | 1.08 | | | 1.0 (optional) |
| <i>Basis for your Normalizing Factor*</i> | Production Level | | | | |
| <i>Normalized Quantity* (per year)</i> | 747,697 | 1,405,602 | | | 635,543 |
| *See pages 17-19 of the instructions for more information | | | | | |

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

Due to inexperienced operators caused by manpower turnover, our commitment was not achieved. However, extensive training is being conducted which will resolve excessive waste generation.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

Section C

(continued)

C.3

Performance Commitment 3

a. Use this table to report data related to your third performance commitment.

| | | | | | |
|---|---|---------------|---------------|---------------|--|
| Category (see page 16 of the instructions): Air Emissions | | | | | |
| Aspect (see page 16 of the instructions): Emissions of VOC | | | | | |
| | <i>Baseline</i> (as stated in your application) | <i>Year 1</i> | <i>Year 2</i> | <i>Year 3</i> | <i>Performance Commitment</i> (the goal stated in your application) |
| <i>Calendar Year</i> | 1999 | 2001 | | | 2003 |
| <i>Actual Quantity</i> (per year) | 18.77 | Not available | | | 15.95 (optional) |
| <i>Measurement Units</i> | Tons | | | | |
| <i>Normalizing Factor*</i> | 1.0 | 1.08 | | | 1.0 (optional) |
| <i>Basis for your Normalizing Factor*</i> | Production Level | | | | |
| <i>Normalized Quantity*</i> (per year) | 18.77 | N/A | | | 15.95 |
| *See pages 17-19 of the instructions for more information | | | | | |

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

The emission totals for 2001 is not available. The data will be available August 2002. However, the emission total for 2000 is 13.98 T.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

Section C

(continued)

C.4 Performance Commitment 4

a. Use this table to report data related to your fourth performance commitment.

Category (see page 16 of the instructions): Accidental Release

Aspect (see page 16 of the instructions): Prevention of Accidental Release

| | <i>Baseline (as stated in your application)</i> | <i>Year 1</i> | <i>Year 2</i> | <i>Year 3</i> | <i>Performance Commitment (the goal stated in your application)</i> |
|---|---|---------------|---------------|---------------|---|
| <i>Calendar Year</i> | 1999 | 2001 | | | 2003 |
| <i>Actual Quantity (per year)</i> | 0 | 0 | | | 0 (optional) |
| <i>Measurement Units</i> | Pounds | | | | |
| <i>Normalizing Factor*</i> | 1.0 | 1.08 | | | 1.0 (optional) |
| <i>Basis for your Normalizing Factor*</i> | Production Level | | | | |
| <i>Normalized Quantity* (per year)</i> | 0 | 0 | | | 0 |
| *See pages 15-17 of the instructions for more information | | | | | |

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

Proper procedures were followed. Also, extensive training was conducted to prevent an occurrence. We also reduced the likelihood of occurrence by stringent daily and weekly inspections.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

Section D

Public Outreach and Performance Reporting

D.1

Please briefly summarize the public outreach and reporting activities that your facility has conducted during the year. Feel free, but not obligated, to attach supporting materials (e.g., meeting agendas, public announcements).

Attendance at Monthly LEPC meetings

North Channel LEPC implemented and trained applicable personnel on FIRST CALL which provides Emergency Notifications to our citizens in the event of an emergency that could affect the public. We also participated in Shelter-In-Place presentations. There is a web page that provides updated info: www.nclepc.org

Attended ECHMA meeting

Donation of \$250.00 to the Sheldon Little League for Team Sponsorship.

Employee volunteered her time for The Children's Festival.

Employee's volunteered their time to be an assistant coach for his son's Baseball team (Baytown Little League).

Employee attended the "Odor Abatement Initiative" sponsored by ECHMA (East Harris County Manufacturers Association).

Channelview Fire Department representative toured the facility.

A Fire Department representative visited the facility per our request for a tour and review of our Emergency Response Equipment.

LEPC Bay Day - We had 3 volunteers participate in the annual Bay Day sponsored by the LEPC.

Donation to North Shore High School Basketball program.

Old computer equipment was given to San Jacinto College.

Employees volunteered to participate for the annual Hazardous Waste Day.

Adopt a Christmas family.

Received a SOCMA 2001 Responsible Care Achievement Award.

D.2

Please indicate which of the following methods your facility plans to use to make its Performance Track Annual Performance Report available to the public. Please check as many as are appropriate.

☒ Website (URL
<http://www.bakerhughes.com/bakerpetrolite/HSE/PerformanceTrack/index.htm>)

☐ Open House

☐ Meetings

☐ Press Releases

☐ Community Advisory Panel

☐ Other

Section E

Self-Certification of Continued Program Participation

On behalf of Baker Petrolite Houston Blend Plant,
(name of my facility)

I certify that

- ◆ I have read and agree to the terms and conditions specified in *the National Environmental Performance Track Program Guide*. This facility, to the best of my knowledge, continues to meet all program criteria;
- ◆ I have personally examined and am familiar with the information contained in this Annual Performance Report. The information contained in this report is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete;
- ◆ My facility has an environmental management system (EMS), as defined in the Performance Track EMS criteria, including systems to maintain compliance with all applicable federal, state, tribal, and local environmental requirements in place at the facility, and the EMS will be maintained for the duration of the facility's participation in the program;
- ◆ My facility has conducted an objective assessment of its compliance with all applicable federal, state, tribal, and local environmental requirements; and the facility has corrected all identified instances of potential or actual noncompliance; and
- ◆ Based on the foregoing compliance assessments and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable federal, state, tribal, and local environmental requirements.

I agree that EPA's decision whether to accept participants into or remove them from the National Environmental Performance Track is wholly discretionary, and I waive any right that may exist under any law to challenge EPA's acceptance or removal decision.

I am the senior manager with responsibility for the facility and am fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is part of the National Environmental Performance Track program.

Signature/Date _____

Printed Name Mr./Mrs./Ms./Dr. Thomas Matthies Jr.

Title Plant Manager

Phone Number/E-mail Address 281-457-4700 / thomas.matthies@bakerpetrolite.com

Facility Name Baker Petrolite (Houston Blend Plant)

Facility Street Address 16950 Wallisville Road

Performance Track Identification Number A06-0002

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The public reporting and recordkeeping burden for this collection of information is estimated to average 188 hours per respondent annually. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

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